

UNCLASSIFIED

Approved For Release 2000/08/08 : CIA-RDP96-00788R001700160004-4

01 01 081500Z MAY 84 RR UUUU

1291500Z

DCDRINSCOM FT MEADE MD//IAFM-ICF//

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QQQQ

SUBJ: ICF BUDGET REQUIREMENTS FOR FY 85

1. REQUEST YOUR ICF BUDGET REQUIREMENTS FOR FY85 BE FORWARDED TO THIS OFFICE NLT 25 MAY 84. REQUIREMENTS SHOULD BE STATED BY TOTAL DOLLAR AMOUNTS FOR EACH PROGRAM ELEMENT. BREAKDOWN BY OP PLAN OR PROJECT IS NOT REQUIRED. CONSIDERATION MUST BE MADE FOR ALL RECENTLY ADOPTED INITIATIVES REQUIRING ADDITIONAL ICF SUPPORT.
2. SIGNIFICANT DEVIATION FROM FY84 ANTICIPATED EXPENDITURE LEVELS SHOULD BE BRIEFLY JUSTIFIED TO SUPPORT UNFINANCED REQUIREMENTS WHERE NECESSARY.

3.

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SSD
SED
CENTERLANE

BENJAMIN W. STRUCHEN, DAC, GS-12
ICF MANAGEMENT OFFICER

72 11:24 AM 8 MAY 1984

UBALDO DEL TORO, DAC, GS-15 ADCSOPS-HUMINT

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3 FOR

1 FOR 39,995

$$\begin{array}{r}
 5-6 \quad x \quad 2 = \quad 55,000 \\
 1-4 \quad x \quad 2 = \quad 80,000 \\
 DS \quad x \quad 2 = \quad \underline{\underline{40,000}} \\
 & & 175,000
 \end{array} \quad \left. \right\} \quad \text{FY } 85$$

TRAVEL

$$\begin{array}{r}
 5 + 6 \\
 12 \text{ weeks } (6 \times 2) \\
 6 \times 2 \times 2 \times 1000 = \$24,000
 \end{array}$$

$$\begin{array}{r}
 1 - 4 \quad 30 \text{ weeks} \\
 \cancel{15 \times 2} \\
 15 \times 2 \times 2 \times 1000 = \$60,000
 \end{array}$$

~~5-6~~

MGT

$$\begin{array}{r}
 3 \text{ TRIPS QTR} \times 2 \text{ PEOPLE} \quad \$24,000 \\
 12 \times 2 \times 2 \times 2 \times 1000 = \cancel{\$4,800}
 \end{array}$$

$$\begin{array}{r}
 \text{CONSULT :} \quad 104 \times 800 \\
 \quad \quad \quad 104 \times 800
 \end{array}$$

TNG	MINIMUM 140, 000
CONSULT	50, 000
TRAVEL	110, 000
CIV SAL	75, 000
OVERTIME	<u>20, 000</u>
	<u>395, 000</u>
	<u> </u>
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	<u> </u>

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<p>B-1a JUSTIFICATION FOR PROGRAMMED EXPENSES (as stated on Activity Budget B-1)</p> <p>INSTALLATION: USAINSCOM, Fort Meade, Maryland</p> <p>CATEGORY OF FORECAST</p>		<p>ORGANIZATIONAL ELEMENT: Project CENTER LANE PAGE 1 of 4</p> <p>MGT. CODE: PE385128 AS OF DATE: 17 April 1984</p>						
EXPENSE ELEMENT CODE	PY/CY EXPENSES FY 19	QUARTERLY FORECAST FY 1985						TOTAL
		1st Qtr	2nd QTR	3rd QTR	4th QTR			
1. Requirements:								
a. <u>Travel and Transportation of Persons:</u> USE ATTACHED FORM.	2100	\$ NA	\$40,000	\$40,000	\$40,000	\$40,000	\$160,000	
b. <u>Transportation of Things:</u> Include such items as postage used in parcel post and reimbursement to civilian personnel for movement of household effects.	2200	\$ NA	\$ 100	\$ 100	\$ 100	\$ 100	\$ 400	
c. <u>Rentals:</u> Include computer, punch card, reproduction machine rentals. List each requirement. If applicable, include charges under purchased rental agreements for equipment prior to purchase.	2310	\$ NA	\$ 700 1,500 2,000	\$ 700 1,500 2,000	\$ 700 1,500 2,000	\$ 700 1,500 2,000	\$ 2,800 6,000 8,000	Repr Mach Word Proc leased cars
d. <u>Communications:</u> List each requirement. If applicable, include charges for postage (other than parcel post) rental of post office boxes, postage meter machines, mailing machines, and teletype equipment. Also include telephone installation costs, and extra message and toll charges.	2320	\$ NA	\$ 150	\$ 150	\$ 150	\$ 150	\$ 600	tel&P.OBox
e. <u>Purchased Equipment Maintenance - Other than ADP:</u> Include cost of equipment maintenance services performed commercially or by government maintenance activities.	2510	\$ NA	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000	Word Proc equip

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B-1a JUSTIFICATION
FOR PROGRAMMED EXPENSES

(as stated on Activity Budget B-1)

ORGANIZATIONAL ELEMENT: Project CENTER LANE PAGE 2 of 4

MGT. CODE:

PE385128

AS OF DATE:

17 April 1984

INSTALLATION:

CATEGORY OF FORECAST

EXPENSE ELEMENT CODE	PY/CY EXPENSES FY 19	QUARTERLY FORECAST FY 1985					TOTAL
		1st QTR	2nd QTR	3rd QTR	4th QTR		
f. Other Purchased Services:	2572	\$ NA	\$ 125,000 12,500	\$ 125,000 12,500	\$ 125,000 12,500	\$ 125,000 12,500	\$ 250,000 50,000 Svc Con Consult fees
List and identify each service. Include contractual services such as tuitions, service contracts, reimbursable charges for services performed by another agency, and non-temporary storage of household goods.			1,500	1,500	1,500	1,500	6,000 Reimb Chgs
g. Supplies and Materials:	2610	\$ NA	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Include items valued at less than \$200. Cost of general supplies need not be itemized, but stated in total. Include the cost of subscriptions to newspapers and periodicals and for purchase of pamphlets and documents. Total monetary credits required for Self Service Supply Center (SSSC) supplies will be programmed by the HQ, Support Division for all HQ staff offices and activities.							
h. Petroleum, Oil, and Lubricants:	2640	\$ NA	\$.	\$.	\$.	\$.	\$.
Total POL required for all HQ staff offices will be programmed for by the HQ, Support Division.							
i. Equipment:	3100	\$ NA	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 4,600
Include items valued at \$200 or more, such as typewriters, calculators, and adding machines. Each commodity shown will be itemized. (Do not include items over \$3,000 unit price)							
2. Narrative Justification							
This section will consist of a succinct narrative statement explaining the need for the foregoing requirements. Anticipated problem areas or contingencies should be pointed out. Where appropriate, the rationale used as the basis for programming will be stated.							

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B-1a JUSTIFICATION FOR PROGRAMMED EXPENSES (as stated on Activity Budget B-1)		ORGANIZATIONAL ELEMENT: Project CENTER LANE PAGE 3 of 4						
INSTALLATION: USAINSCOM, Fort Meade, Maryland		MGT. CODE: PE385128			AS OF DATE: 17 April 1984			
CATEGORY OF FORECAST	EXPENSE ELEMENT CODE	PY/CY EXPENSES FY 19	QUARTERLY FORECAST FY 19 84					
			1st Qtr	2nd QTR	3rd QTR	4th QTR	TOTAL	
1. Requirements:		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000		
a. <u>Travel and Transportation of Persons:</u> USE ATTACHED FORM.	2100	\$ NA						
b. <u>Transportation of Things:</u> Include such items as postage used in parcel post and reimbursement to civilian personnel for movement of household effects.	2200	\$ NA	\$ 150	\$ 150	\$ 150	\$ 150	\$ 600	
c. <u>Rentals:</u> Include computer, punch card, reproduction machine rentals. List each requirement. If applicable, include charges under purchased rental agreements for equipment prior to purchase.	2310	\$ NA	\$ 800 1,500 2,000	\$ 800 1,500 2,000	\$ 800 1,500 2,000	\$ 800 1,500 2,000	\$ 3,200 6,000 8,000	Repro Mach Word Proc Leased cars
d. <u>Communications:</u> List each requirement. If applicable, include charges for postage (other than parcel post) rental of post office boxes, postage meter machines, mailing machines, and teletype equipment. Also include telephone installation costs, and extra message and toll charges.	2320	\$ NA	\$ 200	\$ 200	\$ 200	\$ 200	\$ 800	Tel&PO Box
e. <u>Purchased Equipment Maintenance - Other than ADP:</u> Include cost of equipment maintenance services performed commercially or by government maintenance activities.	2510	\$ NA	\$ 700	\$ 700	\$ 700	\$ 700	\$ 2,800	Word Proc equip

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B-1a JUSTIFICATION FOR PROGRAMMED EXPENSES (as stated on Activity Budget B-1)		ORGANIZATIONAL ELEMENT: Project CENTER LANE PAGE 4 of 4							
		MGT. CODE: PE385128			AS OF DATE: 17 April 1984				
INSTALLATION:		EXPENSE ELEMENT CODE	PY/CY EXPENSES FY 19	QUARTERLY FORECAST FY 1986					TOTAL
CATEGORY OF FORECAST				1st Qtr	2nd QTR	3rd QTR	4th QTR		
f. Other Purchased Services:		2572	\$ NA	\$ 137,500 1,500 12,500	\$ 137,500 1,500 12,500	\$ 137,500 1,500 12,500	\$ 137,500 1,500 12,500	\$ 275,000 6,000 50,000	
List and identify each service. Include contractual services such as tuitions, service contracts, reimbursable charges for services performed by another agency, and non-temporary storage of household goods.									
g. Supplies and Materials:		2610	\$ NA	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 6,000	
Include items valued at less than \$200. Cost of general supplies need not be itemized, but stated in total. Include the cost of subscriptions to newspapers and periodicals and for purchase of pamphlets and documents. Total monetary credits required for Self Service Supply Center (SSSC) supplies will be programmed by the HQ, Support Division for all HQ staff offices and activities.									
h. Petroleum, Oil, and Lubricants:		2640	\$ NA	\$	\$	\$	\$	\$	
Total POL required for all HQ staff offices will be programmed for by the HQ, Support Division.									
i. Equipment:		3100	\$ NA	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 6,400	
Include items valued at \$200 or more, such as typewriters, calculators, and adding machines. Each commodity shown will be itemized. (Do not include items over \$3,000 unit price)									
j. Narrative Justification									
This section will consist of a succinct narrative statement explaining the need for the foregoing requirements. Anticipated problem areas or contingencies should be pointed out. Where appropriate, the rationale used as the basis for programming will be stated.									

Svc Contr
Reimbchgs
Consult
fees

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